

CONFIDENTIAL

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500240024-3

Security - 11

Physical Security Division/OS

3 December 1964

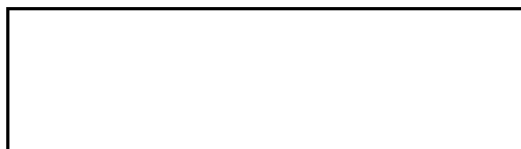
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ATTN :

Chief, Records Administration Staff

Secure Area Space for Office of Finance, Compensation
and Tax Division.

1. At the request of the Administrative Officer, Office of Finance, this staff reviewed the proposed requirements for secure area space in the Key Building, for three elements of the Compensation and Tax Division, Office of Finance.
2. A physical review of the Vouchered Payroll Branch, the Confidential Funds Staff Employees Branch and the Agent Confidential Funds Payroll Branch, indicate that approval of secure area space for these offices would permit the expanded use of less costly, floor space saving, shelf filing equipment in lieu of the present 4-drawer combination locked safes.
3. As the establishment of secure area space for these activities is consistent with good Records Management practices I therefore, approve this request.



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DDS/RAS

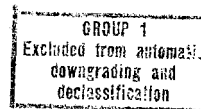
(3 December 1964)

cc: Office of Finance - Adm. Officer



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